



## CITY OF LONG BEACH FIRE DEPARTMENT

### Employment Opportunity

Combination Building Inspector Aide II (Full-time/Classified)

Open to current Combination Building Inspector Aides

\$19.907 - \$27.167 per hour

### THE POSITION

The Fire Department has an immediate opening for a full-time classified Combination Building Inspector Aide II in its Fire Prevention Bureau. The Fire Prevention Bureau's primary goal is to prevent fires before they happen by conducting inspections for conformance with local, state and national codes. This position is located at Fire Department Headquarters at 3205 Lakewood Blvd.

### EXAMPLES OF DUTIES

- Reviews plans of routine building, plumbing, electrical and mechanical facilities for compliance with code regulations.
- Initiates construction or installation changes to meet code requirements.
- Processes permit applications at the public counter.
- Prepares reports and maintains records in central files which may include typing related to permits and inspections.
- Conducts routine field inspections and investigations to insure compliance with various codes and regulations pertaining to building construction, zoning, business licenses, fire prevention, housing-related health codes, assisted housing, housing rehabilitation, and property maintenance such as weeds, trash, paint, abandoned vehicles, signage and other nuisance issues.
- Issues citations and notices of violation and works with residents, property and business owners to correct violations.
- Researches case histories, property ownership records, and other records and conducts surveys to gather data for billing purposes.
- Takes photographs and prepares citations, reports, and information for City Attorney/City Prosecutor use at hearings and in court.
- Explains, interprets, and makes presentations of ordinances, codes, laws, rules and regulations of elementary difficulty to residents, groups, agencies, businesses and other entities.

- Makes referrals to appropriate City departments.
- Performs other duties as assigned.

### MINIMUM QUALIFICATIONS

- This position is open to all current City of Long Beach employees with permanent status as a Combination Building Inspector Aide I or II.
- Valid California Driver's License.

### DESIRED QUALIFICATIONS

- Bilingual (English/Spanish or English/Asian language) capability.
- Ability to effectively use personal computers and applications.
- ICBO/ICC/CSFM certification.
- Possess excellent work habits and attendance.

### APPLICATION PROCESS:

To be considered, applicants must email a letter of interest and resume to:

Captain Louie Rodriguez  
Long Beach Fire Department  
Fire Prevention Bureau  
3205 Lakewood Blvd.  
Long Beach, CA 90808

[Louie.Rodriguez@longbeach.gov](mailto:Louie.Rodriguez@longbeach.gov)

Submit emails no later than 4:30 p.m. on Thursday, July 7, 2016.

The application packets will be screened and the most qualified candidates will be invited to participate in further selection procedures. Incomplete applications or candidates who clearly do not meet the minimum qualifications will not be considered.

***The City of Long Beach is an Equal Opportunity Employer. We value and encourage diversity in our workforce.***

*The City of Long Beach intends to provide reasonable accommodations in accordance with the Americans with Disabilities Act of 1990.*

*If a special accommodation is desired, or if you would like to request this information in an alternative format, please call Kathleen Piper (562) 570-2555.*